Incomplete or No Certificate Envelopes

Clerk receives absentee ballot.

Examine the absentee ballot envelope for any certificate errors.

(No certificate, missing voter signature, missing witness signature, missing <u>2</u> SVD signatures)

Contact the voter.

Provide info to voter about opportunity to correct the absentee ballot envelope in the clerk's office, by mail or at the polling place/central count location on Election Day.

The original witness must <u>always</u> be present to correct <u>any</u> incomplete or no certificate errors on the absentee ballot envelope.

Document incomplete or no certificate envelopes on the Absentee Ballot Log (GAB-124).

Do not process or reject uncorrected certificate envelopes until 8 p.m. on Election Day.

Please group absentee ballots with incomplete or no certificate envelopes.

Correct by mail

If time permits, clerks should send the envelope containing the ballot and a new absentee ballot envelope to the voter and remind the voter that they and the original witness must both execute the new envelope.

The voter must personally deliver a corrected envelope by 8 p.m. on Election Day to their polling place or central count. or by mail if postmarked by Election Day and received by 4 p.m. the Friday after the election.

Correct in the clerk's office

Voters may correct and submit absentee ballots on site. Ballots may not be taken from clerk's office.

Inform the voter that the <u>original witness</u> **must** accompany them to the clerk's office.

Please note: Voters with incomplete or no certificate envelopes who did not receive or return a replacement envelope <u>cannot</u> vote in-person at the polling place. Voters with incomplete or no certificate envelopes can correct their envelopes up to and including Election Day.

Correct at the polling place/central count

Voters may correct and submit absentee ballots on site. Ballots may not be taken from the polling place/central count location. Replacement absentee envelopes should be available to voters at polling places or central count locations.

Inform the voter that the original witness **must** accompany them to the polling place or central count location.

Reminder: Do not process or reject incomplete or no certificate envelopes until 8 p.m. on Election Day.

Spoiled or Damaged Ballots

Absentee ballot has been returned to the clerk. The voter wishes to vote a new ballot.

Please note: A voter who did not receive a replacement ballot

to return the replacement ballot is able to vote

by mail or chose not

in-person at the polling place.

The absentee ballot log (GAB-124) should indicate the first ballot was cancelled and a second ballot was issued.

Clerk does believe the person requesting a replacement ballot is the person to whom the original ballot was provided.

Give the voter a replacement ballot, if within the proper deadline.

(see box on bottom right)

Clerk shall destroy the spoiled or damaged ballot by making a small tear in the envelope containing the ballot and writing "spoiled" on the outside of the envelope. A notation should be made on GAB-124 (Absentee Ballot Log) that the first ballot was cancelled and second ballot was issued).

Place the spoiled ballot in the spoiled ballot envelope or container that will be transmitted to the polling place on Election Day.

Voters must personally deliver or mail absentee ballots under the normal timeline.

(personally deliver the ballot to their polling place or central count by 8 p.m. on Election Day or mail with Election Day postmark date and received by 4 p.m. the Friday after the election). Clerk does NOT believe the person requesting a replacement ballot is the person to whom the original ballot was provided.

Issue a replacement ballot, if within the proper deadline (see box below).

Document a challenge for Election Day.

Contact law enforcement immediately.

ABSENTEE BALLOT REQUEST TIMELINE

Regular absentee voters must request replacement ballots by 5 p.m. the Thursday before the election.

Indefinitely confined and military voters must request replacement ballots by 5 p.m. the Friday before the election.

Military voters away from home may request absentee ballots by 5 p.m. on Election Day for the partisan primary, the general election, the presidential preference primary, or a special election for national office.

Absentee ballots must be requested <u>in person</u> by 5 p.m. or the close of business the Friday before the election.

Absentee Voters and the Polling Place

